

UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-7616 or 557-6152

www.casd.uscourts.gov

Generalist Clerk

Vacancy Announcement #06-23

CLOSING DATE:

September 29, 2006 or until filled

SALARY RANGE:

CL-25 \$34,340 - \$42,955

LOCATION:

El Centro, California

INTRODUCTION: The U. S. District Court for the Southern District of California is accepting resumes for the position of Generalist Clerk. This position is part of the Operations section and reports to the Case Services Supervisor. The Generalist Clerk receives and reviews incoming documents to determine conformity with appropriate rules, practices, and/or court requirements.

REPRESENTATIVE DUTIES: The Generalist Clerk receives and reviews incoming documents via traditional and electronic media pertaining to a variety of case types and determines conformity with rules, practices, requirements and timeliness. The incumbent identifies emergency motions and documents and refers them to appropriate personnel; opens and closes cases upon receipt of appropriate documents; makes summary entries of all documents and proceedings; and prepares and transmits to appropriate parties such items as notices, judgements, and orders. This position will contact district court personnel, attorneys, and others when case opening requirements are not met and will answer queries on procedures and case status. This position will also assist in case management by ensuring all automated entries are appropriately linked; function as cashier for funds received; and will act as backup courtroom staff. Other duties as assigned.

QUALIFICATIONS: A minimum of two years of specialized experience, including at least one year equivalent to work at the CL-24 level, is required. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures related to the processing of legal documents, involving the routine use of keyboard skills and use of specialized terminology, and demonstrating the ability to apply a body of rules, regulations, directives, or laws, such as might be found in a law office, banking firm, insurance company, real estate office, or in a court in the judicial system. Prior experience in a legal environment and a four-year degree are preferred. Bi-lingual English/Spanish is a plus.

SKILLS: The Generalist Clerk must have strong verbal and written communication skills. The incumbent must be able to type 40 words per minute and be computer literate.

REQUIRED CLEARANCES: Successful applicants will be required to submit to a background clearance which includes fingerprinting.

APPLICATION PROCESS: Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, education, work and salary history, typing certificate, and three references that may be contacted. The cover letter and resume should be sent to:

W. Samuel Hamrick, Jr.
Clerk of Court
Attn: Human Resources
U.S. District Court
880 Front Street, Ste 4290
San Diego, CA 92101

or resumes may be emailed to:

casd_hr@casd.uscourts.gov

or faxed to:

619/702-9911

**Preference will be given to applicants who submit application materials
before 4:30pm, September 29, 2006.**

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers' license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER